

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 N. UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
www.mh.alabama.gov

February 24, 2021

RFP #2021-22

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals to provide **psychiatric evaluation and treatment** services. Request for Proposals (RFP) will be accepted until **2:00 pm on Friday, March 12, 2021**.

The submission of a proposal does not guarantee the award of a contract. Any contract resulting from the proposal is not effective until it has received all required governmental approvals and signatures. In addition, the selected vendor shall not begin performing work under this contract until notified to do so by the departmental contracting agent.

When submitting a proposal, please read the entire RFP document and return your proposal in the requested format. All proposals should be submitted in ink or typed and contain an original signature. Submissions should be delivered to:

AL Department of Mental Health
Office of Contracts & Purchasing
100 North Union Street, Suite 570
Montgomery, AL 36104

MAILING NOTE: Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are **not** accepted. Also, please note: All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely and will not be reviewed. Postmarks of the date mailed are insufficient; the proposal must **physically** be received at the listed office by the date and time specified regardless of the delivery service used. **All proposals received after the deadline will be deemed untimely and will not be reviewed.**

Sincerely,

Cedric Harrison

Cedric Harrison, Purchasing Director
Office of Contracts & Purchasing

Organization: ALABAMA DEPARTMENT OF MENTAL HEALTH (ADMH)

RFP Closing Date & Time: **2:00 pm on Friday, March 12, 2021**
Review the mailing note.

RFP Contact Info: Leola Rogers
ADMH
Office of Contracts & Purchasing
RSA Union Building
100 North Union Street, Suite 570
Montgomery, AL 36104
Telephone Number (334) 353-7440
Email: leola.rogers@mh.alabama.gov

MAILING NOTE:

Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are **not** accepted. Also, please note: All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely and will not be reviewed. Postmarks of the date mailed are insufficient; the proposal must **physically** be received at the listed office by the date and time specified regardless of the delivery service used. **All proposals received after the deadline will be deemed untimely and will not be reviewed.**

ADDITIONAL INFORMATION

1. Who may not respond to this RFP? Employees of DMH and current State employees
2. In order to transact business in the State of Alabama all businesses domestic and foreign must be registered with the Alabama Secretary of State Office. (Domestic means within the State of Alabama. Foreign means out-of-state.) Website: www.sos.alabama.gov
3. If contracted with the State of Alabama, all vendors must enroll and actively participate in E-Verify. Website: https://www.e-verify.gov/
4. All vendors must register with STAARS Vendor Self Service. Website: https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService
5. The Department of Mental Health reserves the right to reject any and all proposals if RFP instructions are not adhered to, such as: received after deadline (see mailing note), requested # of submissions not received.

The Alabama Department of Mental Health (DMH) is soliciting proposals from firms that provide **psychiatric evaluation and treatment services** for DMH in Tuscaloosa, AL and the surrounding region to individuals with intellectual disabilities (ID) served by the Home and Community Based Services Medicaid Waiver Programs.

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SECTION I

Contract services to be provided for the Division of Developmental Disabilities (DD).

A. Vendor Qualifications:

1. Be able to provide Psychiatrist(s) with experience working with special and/or complex populations
2. Be able to provide Psychiatrist(s) who possess a current Alabama medical license issued by the State of Alabama and hold Board Certification or be Board eligibility* in psychiatry.
3. Be able to provide Psychiatrist(s) who possess federal and state registration for the prescription of controlled substances.
4. Be able to provide Psychiatrist(s) who have a current DEA Certification.

B. Scope of Work:

1. Provide psychiatric evaluation of patients with ID to include chief complaint, history of present illness, past psychiatric history, past medical history, medications, allergies, family history, social and developmental history, mental status examination, assessment, and treatment recommendations.
2. Provide psychiatric follow up: If a psychiatric diagnosis is made, appropriate follow up will occur per ADMH policy and applicable regulations regarding interventions that may or may not involve medications.
3. Provide medication prescription to patients.
4. Liaison to the primary care physician of the patient.
5. Provide after-hours telephone calls with providers and pharmacies.
6. Provide consultation and treatment planning services to ADMH personnel and persons involved with supporting the patient in the community.
7. Provide assistance with discharge planning as patient needs dictate.

*Board Eligible – A physician who has completed the requirements for admission to a medical specialty board but has not passed the examination.

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SECTION II

A. Proposal Content

Instructions must be followed or responses will not be graded.

Each proposal is to contain specific responses to each of the following requests and respondents are encouraged to respond fully to each inquiry, but to be as concise as possible. Submit the response to each item with the item reproduced at the top of the page of the response.

1. Submit a cover letter summarizing your proposal. Limit the cover letter to no more than one page.
2. Attach the Vendor Contact Page.
3. A Table of Contents of the submitted information.
4. Attach vendor information to include:
 - Include previous experience.
 - Include knowledge of the requested services and/or any special training.
 - Include any information pertaining to the respondent's abilities to provide the scope of work for this RFP.
5. Attach a **detailed** budget (i.e.: hourly rate, detailed price list, etc.).
6. All pages should be numbered consecutively beginning with **number 1** after the cover letter.
7. Submit one (1) original and two (2) copies of your entire proposal. **Note: Make sure at least one copy is single-sided.**
8. Clearly print on the outside of the envelope **RFP 2021-22-Psychiatry Services.**

Your entire proposal must be received at the following address no later than **2:00 pm on Friday, March 12, 2021. Please review the mailing note.**

Submit RFP Responses To:

AL Department of Mental Health
Office of Contracts & Purchasing
RSA Union Building
100 N. Union Street, Suite 570
Montgomery, AL 36104

The Department of Mental Health assumes no responsibility for expenses incurred in the preparation of the proposal and reserves the right to reject any and all proposals. Additionally, ADMH reserves the right to waive irregularities in any proposals and request clarification of any information, and negotiate with the firm and/or individual submitting the best proposal to secure more favorable conditions.

B. Evaluation Process

ADMH will examine each proposal submitted and may elect to conduct interviews with finalists. The department expects a final selection on or before April 16, 2021.

C. Selection Criteria

Selection shall be based on factors to be developed by the procuring state entity, which may include among others, the following:

1. Specialized expertise, capabilities, and technical competence, as demonstrated by the proposed approach and methodology to meet project requirements.
2. Resources available to perform the work, including any specialized services within the specified time limits for the project.
3. Record of past performance, quality of work, ability to meet schedules, cost control and contract administration.
4. Availability to and familiarity with the project locale.
5. Proposed project management techniques.
6. Ability and proven history in handling special project contracts.

D. Evaluation Criteria

Proposals will be evaluated based on their responsiveness to the items contained in the content section of this Request for Proposal. It is expected that the review committee will rate responses according to the following ways:

1. Experience, stability and reputation –35%
2. Understanding of and responsiveness to the Request for Proposal – 15%
3. Expertise and knowledge of the requested service – 35%
4. Budget – 15%

SECTION III

RFP 2021-22 SCHEDULE OF EVENTS **Revision**

(All times are in Central Time)

The following RFP Schedule of Events represents the Alabama Department of Mental Health's best estimate of the schedule that shall be followed. *Except for the deadlines associated with the vendor question and answer periods and the proposal due date, the other dates provided in the schedule are estimates.* The Alabama Department of Mental Health reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be posted on DMH website at www.mh.alabama.gov for review.

Date	Item	Methods
February 24, 2021	RFP Release	USPS, ADMH Website, and STAARs website
March 1, 2021 by 2:00 pm CST	Deadline to submit RFP questions or requests for clarification in Word	Email to leola.rogers@mh.alabama.gov
March 3, 2021	RFP Q&A to be posted for review	ADMH website www.mh.alabama.gov
March 12, 2021 2:00 pm	RFP Closing Date	USPS or FedEx or UPS (Review mailing note)
March 12, 2021 2:00 pm	RFP Submissions: 1 original & 2 copies	USPS or FedEx or UPS (Review mailing note)
April 16, 2021 Approximately	Notification of selection status	USPS (In writing)
Submit RFP Responses To: AL Department of Mental Health Office of Contracts & Purchasing RSA Union Building 100 N. Union Street, Suite 570 Montgomery, AL 36104		

CONTACT PAGE

RFP 2021-22

Vendor's Legal Name: _____

Address: _____

Vendor Contact: _____ **Phone:** _____

NOTE: Attach this page after the cover letter.